

## NEW ODC/ OSR/ PSR WEBSITE

Ladies and Gentleman,

CCD and PERS 3 have established web-enable versions of the Officer Data Card, Officer Summary Record and Performance Summary Record. This site is now available to all service members on the Internet. Members can view and print OSR, PSR, and ODC online. The way the website works is:

1. Log into [www.bupers.navy.mil](http://www.bupers.navy.mil) , on left side menu, click “Bupers Online”, **OR**
2. Log into [www.staynavy.navy.mil](http://www.staynavy.navy.mil) , highlight “Officer” on tool bar, click on “Records Online”, then click “Bupers online log in” .

Both sites will direct you to log into Bupers Online. Navigate among the various forms (ODC, OSR, PSR).

### Navigation hint:

If you left click on the block name a separate window will open that explains about that block. This works for all 3 forms.

*For the ODC only*, if you left click on the data in the block itself, you start the change procedure discussed below.

To make changes to the ODC/OSR, go to the ODC and follow the below instructions (you cannot update the OSR, you must update the ODC instead, *except* for **Personal Awards**, which have to be sent to the Navy Department, Board of Decorations and Medals (N09B13), Chief of Naval Operations, 2000 Navy Pentagon, Washington, DC 20350-2000. Telephone: DSN 325-1770 or COMM: (202) 685-1770. Enclose copies of the PSR Part I and the citation.

- For changes to the ODC, select the block of information on the ODC that needs to be changed (for example PEBD (block 16) ).
- **Education:** To view all College Degrees, Courses, Levels and Military Course Codes that need to be entered on the ODC, click on following links:
- *College Name Abbreviations:*  
[https://buperscd.technology.navy.mil/bup\\_updt/508/OfficerClassification/ii/II14\\_D\\_11\\_1A.htm](https://buperscd.technology.navy.mil/bup_updt/508/OfficerClassification/ii/II14_D_11_1A.htm)
- *Levels of educational codes:*  
[https://buperscd.technology.navy.mil/bup\\_updt/508/OfficerClassification/ii/II14\\_D\\_2.htm](https://buperscd.technology.navy.mil/bup_updt/508/OfficerClassification/ii/II14_D_2.htm)
- *Major fields of study codes:*  
[https://buperscd.technology.navy.mil/bup\\_updt/508/OfficerClassification/ii/II16\\_D\\_4.htm](https://buperscd.technology.navy.mil/bup_updt/508/OfficerClassification/ii/II16_D_4.htm)
- *Other educational general information:*
- [https://buperscd.technology.navy.mil/bup\\_updt/508/OfficerClassification/ii/office\\_rClassTwoMenu.htm](https://buperscd.technology.navy.mil/bup_updt/508/OfficerClassification/ii/office_rClassTwoMenu.htm)

- Enter the correct information and hit “submit”
- The system will generate an email back to the member only. Giving him/her a form they can mail to the PERS code responsible for that block. This email contains the contact information for the cognizant office as well as the change requested by you.
- Then mail that form and supporting documentation to the cognizant office for update.
- Documents that used to be sent to PERS-312, now need to be fax to the Nsips Helpdesk at 504-697-0342 (DSN 647) or call 1-877-589-5991 to speak to a technician.
- Billet and Officer Designators Codes, Subspecialty (SSP) Codes, Navy Officer Billet Classification (NOBC) codes and Additional Qualification Designation (AQD) Codes, click on this link:  
[https://buperscd.technology.navy.mil/bup\\_updt/508/OfficerClassification/i/officerClassOneMenu.htm](https://buperscd.technology.navy.mil/bup_updt/508/OfficerClassification/i/officerClassOneMenu.htm)

To make changes to the PSR and OSR, left click the block name and correction instructions will appear within the explanation for that block and the Point of Contact to correct that specific information. NSIPS Helpdesk does not make corrections to PSR and OSR.